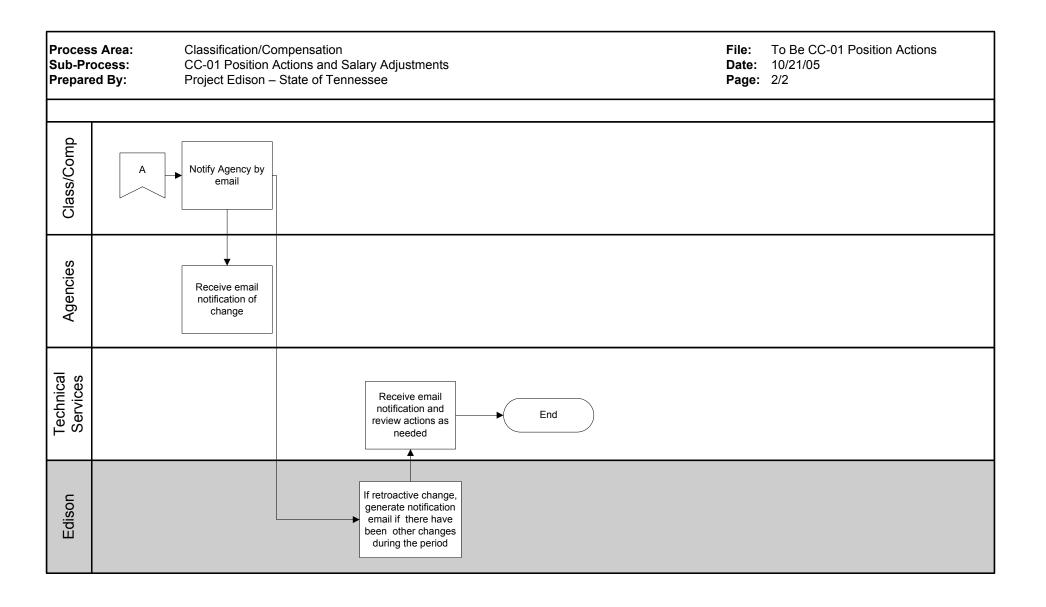
**Process Area:** Classification/Compensation File: To Be CC-01 Position Actions CC-01 Position Actions and Salary Adjustments Sub-Process: Date: 10/21/05 Prepared By: Project Edison - State of Tennessee **Page:** 1/2 s the action Class/Comp ► Enter Position Change -Yess the salary position approval and generate adjustment change? Yes email Is the increase appropriate? Analysis and over original Recommendation 1 funding request? Yes Approve Adjust individual's position Disapprove salarv Change? Change Employee/ Supervisor Request is routed to the Agency Completes required personnel officer justification for submission Yes **Enter Change** Reviews the Receives Email End requested completed request and Change submits. Request is required routed to the correct Agency Management analyst using workflow approves request Request is routed to the appropriate Requires employee to Budget Complete required Approval? complete and justification approve No-Is the cost Yes reater than the Budget funding Enter approval and previously email requestor approve? Review and determine Approve? -No-Yes-► 2 funding Enter denial availability Edison Updated and Update Record Update status and Updated generates generate email routing





Process Name: Classification/Compensation	Process Identifier: CC
Sub-Process Name: Position Actions and Salary Adjustments	Sub-Process Identifier: CC-01

**Sub-Process Purpose and Objectives:** To modify the information associated with a position or adjust an individual's salary information.

**Sub-Process Description:** The State uses the Edison system to maintain information regarding the classification and compensation of a position.

An agency recognizes the need to make a change to a position, such as changing the duties, changing the reporting structure, changing the classification, etc. The agency enters their request in Edison. The request will be forwarded to Budget for their approval if the proposed action is a reclassification, an establishment (establishments are addressed within Position Control), abolishment or an adjustment to the individual's salary. If Budget approves the funding change, then it goes to Class/Comp via electronic workflow and the Agency is notified via email regarding the funding approval. For allotment codes, Budget will initiate the transfer across allotment codes. Budget will ask for a work program request. If the proposed action is a reclassification or establishment, the Agency must also submit a Position Classification Questionnaire (PCQ) for the change to Class/Comp. Class/Comp at its discretion, may also request additional justification for other types of position actions. An analyst within Class/Comp receives the request and performs various analysis and research to make a recommendation regarding approval of the change. The decision for approval is most often made by a senior analyst or manager, but could be made by the Director. If the request is not approved, it may be returned to the analyst to determine if there is a viable alternative, or it may be rejected completely. When the final decision is made, the decision will be entered in Edison and an email will be generated to the Agency. At the point in time the request is changed in Edison, a determination within Edison is made as to whether or not the action requires an insurance change. If so, then the insurance information will be updated in Edison.

The following is a list of Actions that may be performed:

Reclassification	Cost Center change	Overtime code change
Civil Service change	Full/Part-time status change	County change
Misclassified – Yes or No	Job Group change	Unit number change (for work unit
		promotional registers)
Job Share – Yes or No	Position number change (transfer)	Position Establishment
Position Abolishment	Equity Increase	Pay Differentials
Working out of Class Adjustment	Professional Certification Adjustment	



Process Name: Classification/C	ompensation	Process Identifier: CC	
Sub-Process Name: Position A	ctions and Salary Adjustments	Sub-Process Identifier: CC-01	
Sub-Process Trigger(s):      Request entered by Agency     Approved Funding Plan		Key Sub-Process Participants:	
Inputs:			
Input	Format	Volume/Time	Suppliers
Position Action or Salary Adjustment Request	Electronic	300 per month	Agency
Outputs:		-	
Output	Format	Volume/Time	Recipients
Email notification	Electronic	260 per month	Agency
<b>Performance Measures Tracket</b>	d:		
Mea	sure	Current Value	Target Value
85% of Position Actions are proc	essed within 10 working days.		
80% if Salary Adjustment Reque working days.	sts are processed within 10		



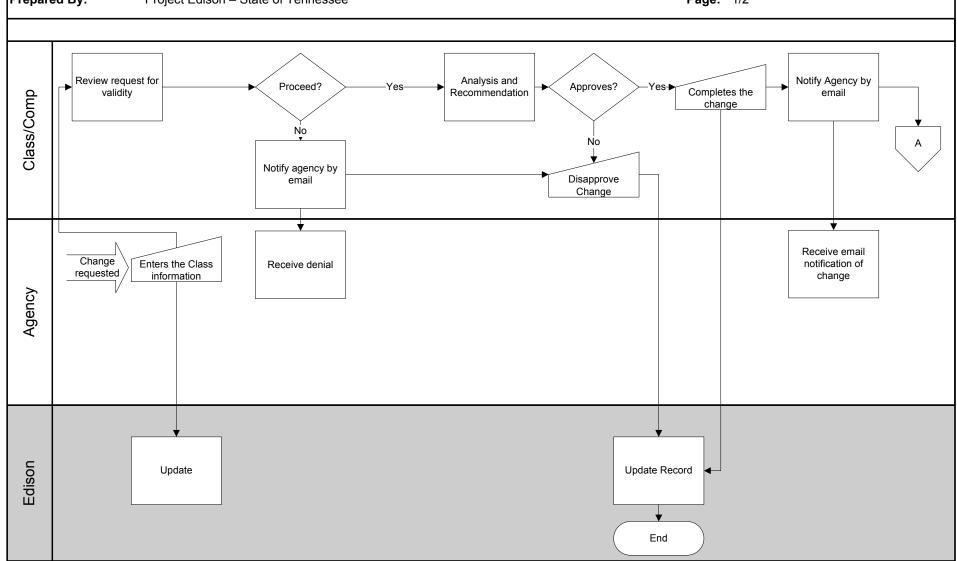
, T.C.A. 8-30-214	No
ls.	
Communication Actions:	
<ul> <li>Notify agencies regardi</li> </ul>	ng business process changes.
	lls.  Communication Actions:  ■ Notify agencies regardi

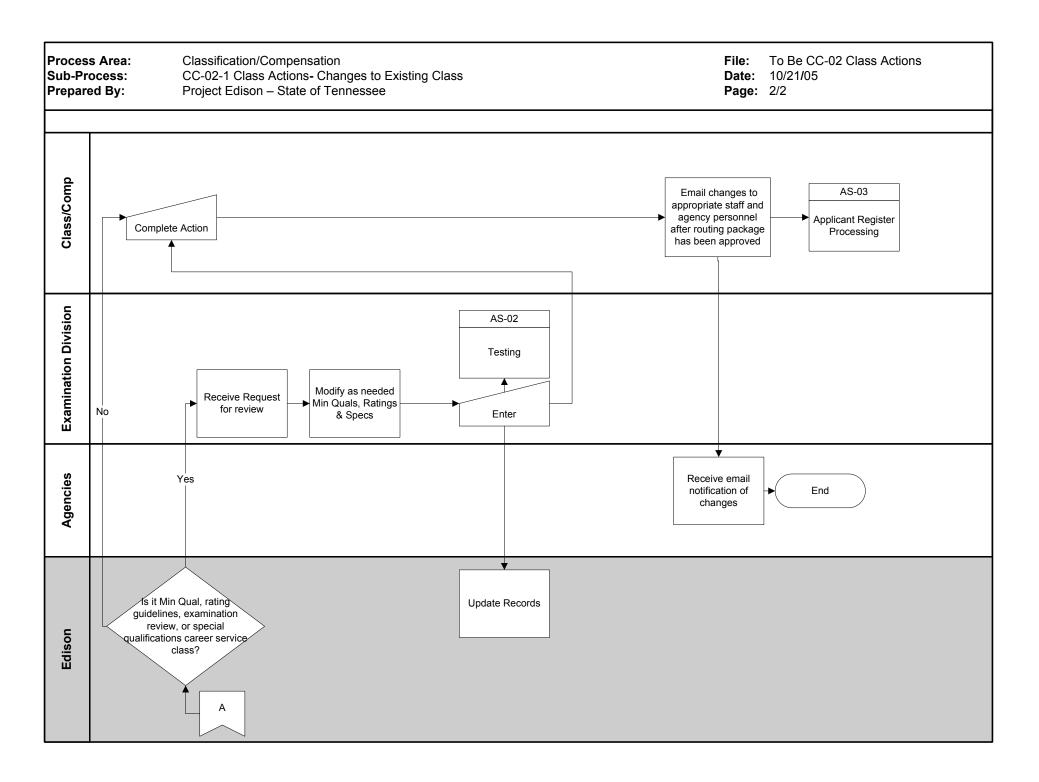
Process Area: Classification/Compensation File: To Be CC-02 Class Actions

Sub-Process: CC-02-1 Class Actions - Changes to Existing Class

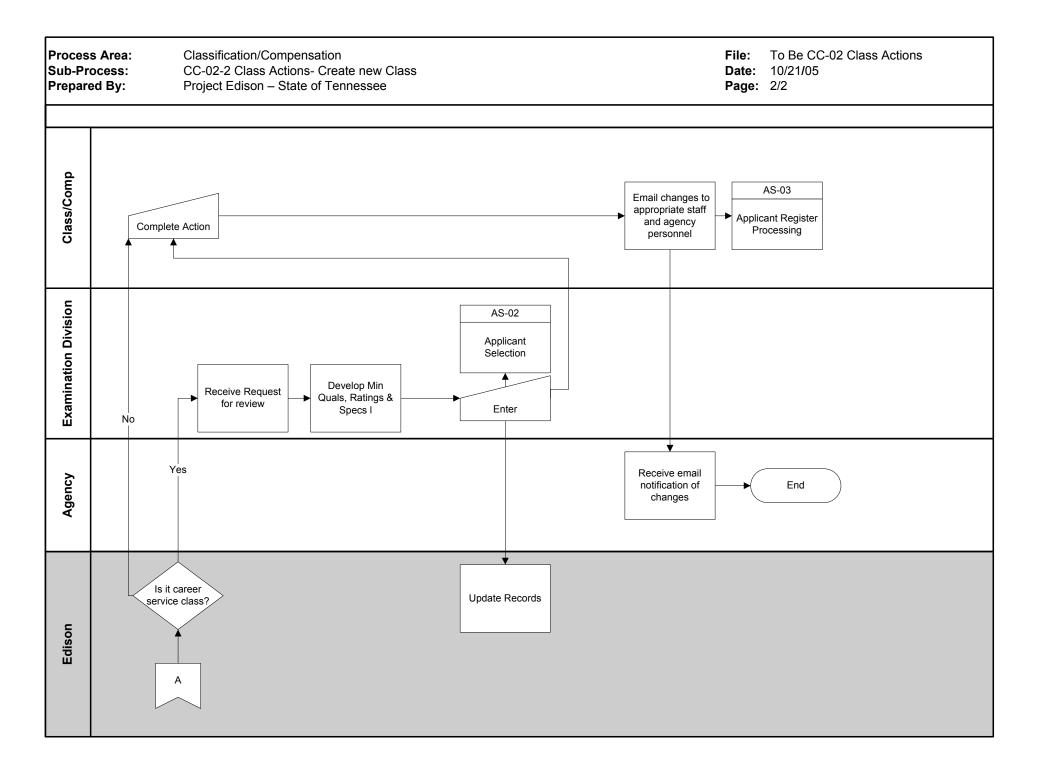
Date: 10/21/05

Prepared By: Project Edison – State of Tennessee Page: 1/2





Classification/Compensation File: To Be CC-02 Class Actions Process Area: Sub-Process: CC-02-2 Class Actions - Create New Class **Date:** 10/21/05 Prepared By: Project Edison - State of Tennessee **Page:** 1/2 Review request for Analysis and Enters New Class validity Approves? Class/Comp Recommendation information and approval Yes Notify agency by email Proceed? Notify Agency Disapprove Change -No-Receive Change requested Complete request notification of Receive denial documentation change Agency Updated and generate email Edison

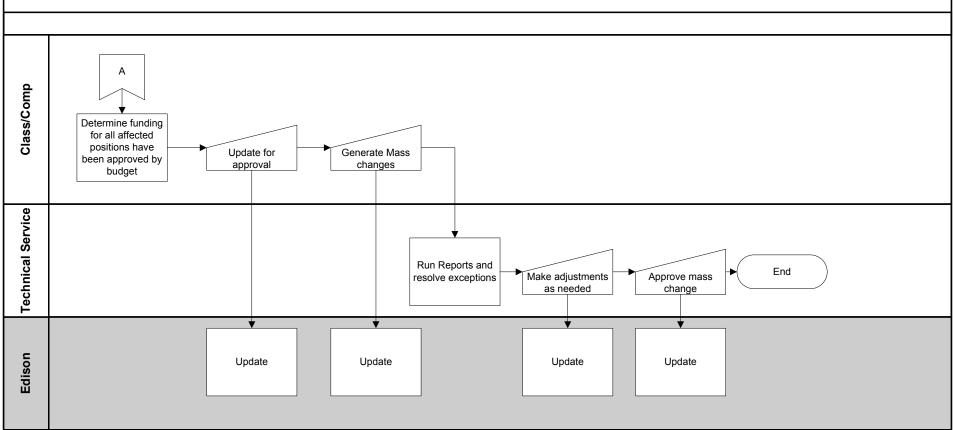


Classification/Compensation To Be CC-02 Class Actions Process Area: File: Sub-Process: CC-02-3 Class Actions - Class Grade Changes **Date:** 10/21/05 Prepared By: Project Edison - State of Tennessee **Page:** 1/2 No-Yes-Review request for Yes validity Requires Are other Analysis and Approves? Class/Comp Budget agencies Recommendation Notify Agency and Budget by email affected? approval? Contact and Yes ∠Yes**→** determine to No proceed Proceed? Disapprove Change Change requested Agency Enters the Class information Receives Email Receive email notification of change Email status of -Yes-Receive email Budget Enter approval and request notification of email requestor Review and change determine funding H Approve? availability Enter denial Update status and Updated Update Record End Edison generate email

Process Area: Classification/Compensation File: To Be CC-02 Class Actions

CC-02-3 Class Actions- Class Grade Changes Sub-Process: **Date:** 10/21/05

**Page:** 2/2 Prepared By: Project Edison – State of Tennessee





Process Name: Classification/Compensation	Process Identifier: CC
Sub-Process Name: Class Actions	Sub-Process Identifier: CC-02

Sub-Process Purpose and Objectives: The State uses the Edison system to maintain classes.

### **Sub-Process Description:**

An Agency requests to make a change to an existing class, create a new class or makes changes to a class grade. The Agency sends the request to Class/Comp where an analyst is assigned to perform various analysis and research, and to make a recommendation regarding the request.

If the change to an existing class or creation of a new class is approved and involves a Career Service class or a change to the minimum qualifications of an existing Career Service class, the request is sent to the Examinations Division to develop minimum qualifications, rating guidelines and specifications. The request for the creation of a new class will still be sent in paper form but existing class changes or changes to a class grade will be an electronic workflow within the Edison system. Examinations Division will not be involved in the approval of a new Executive Service Class or a change to an existing Executive Service Class. The Agency will then be notified regarding the decision for the requested action.

If the request is a salary grade change and it requires Budget approval, then the request is entered into Edison by the Agency, and routed electronically to Class/Comp for review of validity. If the change is appropriate, then a determination is made to see if other Agencies are affected and it is then forwarded to Budget for review and determination of funding availability. Those affected Agencies have to obtain Budget approval and an electronic notification is sent to the Agency. If the Budget office approves the request(s), the request is returned to Class/Comp to process the request in Edison and the Agency will be notified regarding the decision.

The following is a list of Class Actions that may be performed:

Class title change	Class abbreviation change	Salary range change
Civil Service status change	Overtime Code change	Probation Code change
Flex Code change	Flex Number change	PE system code change
PE catalog – Yes or No	MQ code (usually entered by AS)	Fiscal code change
Public Safety code change	EEO code change	OCC code change



Process Name: Classification/0	Compensation	Process Identifier: CC	
Sub-Process Name: Class Act	ions	Sub-Process Identifier: CC	C-02
<ul><li>Sub-Process Trigger(s):</li><li>Request of need for new or class grade</li></ul>	v class, change to existing class	<ul> <li>Key Sub-Process Participa</li> <li>Agency</li> <li>Class/Comp</li> <li>Budget (for new class)</li> </ul>	
Inputs:			
Input	Format	Volume/Time	Suppliers
Request	Manual, Electronic	5-10 per month	Agency
Outputs:			
Output	Format	Volume/Time	Recipients
Notification to Agency	Email	14 per month	All affected agencies
Update specification file	Electronic	14 per month	DOP
Update Edison	Electronic	14 per month	DOP
Request to develop minimum qualifications and rating guidelines	Electronic	14 per month	Examinations Division (DOP)
<b>Performance Measures Track</b>	ed:		
Me	asure	Current Value	Target Value
None			



Law, Policy	, or Statute	Change Required (Yes/No)?
T.C.A. 8-30-202, T.C.A. 8-30-209, T.C.A. 8-30-212, T.	C.A. 8-30-213, T.C.A. 8-30-214	No
Key Assumptions:		
PCQ's will be entered into Edison		
<ul> <li>Improvements:</li> <li>Some paper forms will be electronically entered</li> <li>Specification file will be contained within Edisor</li> </ul>	•	

Process: To Be CC-03 Comp Plan Maintenance Classification/ Compensation File: **Sub-Process:** CC-03.1 Compensation Plan Maintenance-Class/Comp Appropriation **Date:** 10/21/05 Prepared By: Project Edison -State of Tennessee Page: 1/1 Committee Approve? Yes Νo -No-Class/Comp Input is requested from Completed **Process** Legislation Appropriation Bill Recommendation Request Analysis Recommendation Agency Yes Agency Notification of Change Input Request Completed Input Request Edison PA-09 Cost Projections Update Comp Plan Mass Changes

Process: To Be CC-03 Comp Plan Maintenance Classification/ Compensation File: Sub-Process: CC-03.2 Compensation Plan Maintenance-Salary Structure Maintenance **Date:** 10/21/05 **Prepared By:** Project Edison – State of Tennessee **Page:** 1/1 Class/Comp Legislated Salary Increases Appropriation Bill Generate email Enter Changes and run update program notification Agency Receive email notification Edison PA-09 Generate email Update Comp Plan notification Mass Changes



Process Name: Classification/Compensation	Process Identifier: CC
Sub-Process Name: Comp Plan Maintenance – Class/Comp	Sub-Process Identifier: CC-03
Appropriation	

**Sub-Process Purpose and Objectives:** To change or modify salary grade information.

**Sub-Process Description:** The State uses Edison to maintain salary grade maintenance.

#### Class Comp Appropriation (Process CC-03.1):

The Tennessee State Legislature will appropriate funds to address Class/Comp issues for the state. Class/Comp may require input from the agencies. The Agency enters their request along with justification in Edison and Class/Comp is notified electronically. The recommendations are researched and analyzed, using cost projections and funding mix received from Edison. The recommendations are presented to certain legislative members, the F&A Commissioner, and constitutional officers. They may return the recommendation for further analysis, or approve the recommendation to Class/Comp for processing. The compensation plan is updated in Edison and the Agency is notified electronically of the change.

### Salary Structure Maintenance (Process CC-03.2):

The Tennessee State Legislature will appropriate funds for salary increases. Class/Comp processes the change in Edison and an electronic notification is sent to the Agency.

# Sub-Process Trigger(s):

- Appropriation (Legislation)
- Request from Agency

## **Key Sub-Process Participants:**

- Agency
- Class/Comp
- Budget

### Inputs:

Input	Format	Volume/Time	Suppliers
Request Document	Electronic	18 per month	Agencies
Legislative Bill	Manual	1 per year	Legislature
0 1 1			

### Outputs:

Output	Format	Volume/Time	Recipients
Agency notified	Electronic	18 per month	Agency
Edison updated	Manual	18 per month	Agency



Process Name: Classification/Compensation	Process Identifier: CC	
Sub-Process Name: Comp Plan Maintenance – Class/Comp Appropriation	Sub-Process Identifier: CC-03	
Performance Measures Tracked:		_
Measure	Current Value	Target Value
Law Policy or Statute Site That Govern Sub Process		
Law, Policy, or Statute Site That Govern Sub-Process:  Law, Policy, or Statute		Change Required (Yes/No)?
T.C.A. 8-30-202, T.C.A. 8-30-209, T.C.A. 8-30-212, T.C.A. 8-30-2	3, T.C.A. 8-30-214	No
<ul> <li>Improvements:</li> <li>Workflow will be automated</li> </ul>		
•		
Workflow will be automated	Communication Actions:  • Notify agencies regardin	g business process change.

Process: Classification/Compensation To Be CC-04 Selective Certification Approval File: Sub-Process: CC-04 Selective Certification Approval **Date:** 10/21/05 Prepared By: Project Edison- State of Tennessee Page: 1/1 AS-02 Review reports in ERP and Approve Change required qualification on position Applicant Class/Comp justification Selection Notify agency via email Agency Request for hire using Selective
Certification Receive End notification email Submit justification Edison Update and generate email notification



Process Name: Classification/Compensation		Process Identifier: CC	Process Identifier: CC		
Sub-Process Name: Selective Certification Approval		Sub-Process Identifier: CC	Sub-Process Identifier: CC-04		
Sub-Process Purpose and O qualifications for particular pos	-	n of applicants based on unique req	uirements that exceed minimum		
Class/Comp reviews reports from	om the Edison system. If the r to Technical Services (AS-02)	oval begins with a request for Select request is approved then Edison is used to follow the necessary procedures and the contractions.	updated, the agency is notified via		
Sub-Process Trigger(s):		Key Sub-Process Participa	Key Sub-Process Participants:		
Request from Agency		<ul><li>Agency</li></ul>	Agency		
Applicant Selection		•	Class/Comp		
		• Edison			
Inputs:					
Input	Format	Volume/Time	Suppliers		
Agency request document	Electronic	5 per month	Agencies		
Class/Comp reviews reports	Electronic	5 per month	Class/Comp		
Outputs:					
Output	Format	Volume/Time	Recipients		
Notification to Agency	Electronic	5 per month	Agency		
3 3	F =	E nor month	Agency/Class/Comp		
Update edison	Electronic	5 per month	Agency/olass/comp		
		5 per month	Agency/olass/comp		
Update edison Performance Measures Trac		Current Value	Target Value		



Law, Policy, or S	Change Required (Yes/No)?		
None required.		N/A	
Key Assumptions:	-		
<ul> <li>Agency request will be entered in Edison.</li> </ul>			
Improvements:			
<ul> <li>Agency will be notified electronically of the decision.</li> </ul>			
<ul> <li>The certification will be sent via workflow.</li> </ul>			
Change Management Concerns:	Communication Actions	::	
Agencies enter requests directly into Edison	<ul> <li>Notify agencies re</li> </ul>	Notify agencies regarding business process change.	
Eliminated Non-Core Systems:			
Lillingted Non-Oole Oystems.			

File: To Be CC-05 Organizational Change Process Area: Classification/Compensation Sub-Process: CC-05 Dept./Division Establishment, Abolishment or Name Change Prepared By: Project Edison- State of Tennessee **Date:** 10/21/05 **Page:** 1/1 Letter listing all department or division establishments, Accounts Budget notifies Accounts abolishments or name changes Department of Personnel Receives letter from F & A Accounts **Enter Transaction** Edison Establish or Update Transaction



Process Name: Classification/	Compensation	Process Identifier: CC		
Sub-Process Name: Establishment, Abolishment or Name Change of a Department of Division		Sub-Process Identifier: CC-05		
<b>Sub-Process Purpose and Ol</b>	<b>pjectives:</b> Add, delete or change a	department or division.		
Sub-Process Description: Es	tablishes, abolishes or changes the	name of a department or division	on within a department.	
department or division. Budget then send notification to the De changes. The Department of F	the Legislature or an Agency regard reviews the request and forwards to partment of Personnel. This lists all tersonnel then completes an on-line completed until Payroll is done with	the approved dictionary letter to Il departments or division estable transaction in Edison to make	F & A Accounts. F & A Accounts lishments, abolishments or name	
<ul> <li>Sub-Process Trigger(s):</li> <li>Budget receives letter request from Agency or Legislature</li> <li>Budget notifies Accounts (F&amp;A) of change</li> </ul>		<ul> <li>Key Sub-Process Participants:</li> <li>Budget</li> <li>Accounts (F &amp; A)</li> <li>DOP</li> <li>Agencies</li> </ul>		
Inputs:				
Input	Format	Volume/Time	Suppliers	
Agency sends letter request	Manual, Letter	Once per year (usually beginning of fiscal year)	Agency	
Budget notifies Accounts	Manual	Once per year (usually beginning of fiscal year)	Budget	
Accounts sends letter to Personnel	Electronic	Once per year (usually beginning of fiscal year)	Accounts (F & A)	
Outputs:				
Output	Format	Volume/Time	Recipients	
Update Edison	Electronic	Once per year (Usually beginning of fiscal year)	DOP	



Process Name: Classification/Compensation	Process Identifier: CC		
<b>Sub-Process Name:</b> Establishment, Abolishment or Name Change of a Department of Division	Sub-Process Identifier: CC-05	tifier: CC-05	
Performance Measures Tracked:			
Measure	Current Value	Target Value	
None			
Law, Policy, or Statute Site That Govern Sub-Process: None			
Law, Policy, or Statu	Change Required (Yes/No)?		
None affected		N/A	
<ul> <li>Online transaction will be completed in Edison.</li> <li>Improvements:</li> <li>Accounts will notify DOP via email.</li> </ul>			
Change Management Concerns:  None	Communication Actions:  None		
Eliminated Non-Core Systems:  None	•		